



GRANT ANNOUNCEMENT
**Equitable Recovery
Grant Program**

**Grant Announcement Revised:
Friday, October 29, 2021
to update Sections 1.6 and 2.3
to extend the Application due date from
November 5 to November 12.**

Issued: October 5, 2021

Applications Due:
2:00PM CDT, November 12, 2021

**Grant Announcement
Equitable Recovery Grant Program**

TABLE OF CONTENTS		page
1.0	General Information	3
2.0	Preparing and Submitting an Application	4
3.0	Application Selection and Award Process	5
4.0	Eligibility Requirements	7
5.0	Applicant Information	8
6.0	Narrative	8
7.0	Budget	8
8.0	Attestations and Required Signatures	9
9.0	Special Grant Agreement Terms and Conditions	9

ATTACHMENTS	
	GRANT APPLICATION (on-line)
APPENDIX A	IRS Form W-9 (required)
APPENDIX B	DOA-3027 Designation of Confidential and Proprietary Information (optional)
APPENDIX C	Sponsorship Letter (required for applicants that were not in operation since at least January 1, 2020). See Section 4.1.4 for details.

1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this grant program is to assist community-based organizations providing services or programming aimed at increasing equity and eliminating disparities in health, early childhood development, education, economic support, housing, and environmental justice in qualified census tracts or communities disproportionately impacted by the COVID-19 pandemic. The State as represented by the Department of Administration (DOA) intends to use the results of this Grant Announcement to establish one or more grant agreements. DOA intends to award up to \$50 million in grants through this Announcement. Funding for this assistance is provided to Wisconsin by the Federal American Rescue Plan Act of 2021.

1.2 Granting Agency

This Grant Announcement is issued by DOA which is the sole point of contact for the State of Wisconsin during the selection process. All communications with DOA should be directed to the following email address:

Email: EquitableRecovery@wisconsin.gov

The agreement(s) resulting from this Grant Announcement will be administered by the Wisconsin Department of Administration.

1.3 Definitions

Applicant	The legal entity that will enter into a Grant Agreement with DOA in the event of an award.
Capital Lease	A contractual arrangement that allows for the use of property or equipment over time in exchange for a series of payments.
Capital Purchase	Assets acquired by an organization that are non-financial in nature, have a unit cost of \$5,000 or more, and a useful life of one year or more.
Community-Based Organization	An organization whose mission is to provide a specific community with health, early childhood, education, economic support, housing, or environmental justice services.
DOA	Department of Administration.
Qualified Census Tract	Any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of households have an income less than 60% of the area median family income. Eligible Wisconsin Qualified Census Tracts are available here: https://www.huduser.gov/portal/qct/1statetable.html?statefp=55.0&DDAYEAR=2022
Sponsor	A Wisconsin non-profit organization with 501(c)3 status that has been in operation since September 1, 2019 and provides services or funding to the applicant in support of the applicant's mission.
State	State of Wisconsin

1.4 Clarifications and/or Revisions to the Grant Announcement

If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this Grant Announcement, the applicant should notify DOA of such error at EquitableRecovery@wisconsin.gov and request modification or clarification of the Grant Announcement. If it becomes necessary to provide additional clarifying data or information, or to revise any part of this Grant Announcement, revisions/amendments and/or supplements will be posted to the Program website.

DOA may accept questions during a scheduled webinar presentation or by email to: EquitableRecovery@wisconsin.gov.

Questions posed to the Program will be published in a question and answer document on the Program website only after DOA has had the opportunity to formulate response(s). All applicants are encouraged to check the Program website on a regular basis for posted questions and answers.

Each application shall stipulate that it is predicated upon the requirements, terms, and conditions of this Grant Announcement and any supplements or revisions thereof.

1.5 Reasonable Accommodations

DOA will provide reasonable accommodations, including the provision of informational material in an alternate format, for qualified individuals with disabilities upon request. Any applicant in need of reasonable accommodations should contact the Program via email at EquitableRecovery@wisconsin.gov.

1.6 Calendar of Events

Listed below are specific and estimated dates/times of actions related to this Grant Announcement. The actions with specific dates must be completed as indicated unless otherwise changed by DOA. If DOA finds it necessary to change any of these dates and/or times, it will do so by issuing an amendment(s) to this Grant Announcement. There may or may not be formal notification issued for changes to target dates and times.

EVENT	DUE DATE
Eligible Expense Incurred Period	March 3, 2021 through December 31, 2024
Grant Announcement Issue Date	October 5, 2021
Application Open	October 5, 2021
Webinar	October 20, 2021 (tentative)
Questions Due	October 22, 2021 at 2:00 PM CDT
Applications Due	November 12, 2021 at 2:00 PM CDT
Notification of Award Issue Date	November 2021 (estimate)
Grant Agreement Execution	November 2021 (estimate)
Annual Reports	See section 1.8

1.7 Grant Agreement Term

The Grant Agreement shall be effective on the execution date and shall be in force until all eligible activities are completed and all required documents are submitted to DOA. Expenses must be incurred between March 3, 2021, and December 31, 2024.

1.8 Annual Reports Required

Grantees shall submit annual reports to DOA summarizing the use of funds and describing the impact on the grantee and the individuals it serves. DOA will supply a final report document for completion by grantees and prescribe the dates upon which the annual reports are due.

2.0 PREPARING AND SUBMITTING AN APPLICATION

2.1 General Instructions

The evaluation and selection of a grantee(s) and the grant agreement will be based on the information submitted in the grantee's application. Failure to respond to each of the requirements in the Grant Announcement may be the basis for rejecting an application. Elaborate applications (e.g., extensive graphics) beyond that sufficient to present a complete and effective application are not necessary or desired.

2.2 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by applicants in replying to this Grant Announcement.

2.3 Submitting the Application

Applicants must submit one (1) electronic copy of all materials no later than November **12, 2021, at 2:00 p.m. CDT** through the on-line application located on DOA's website at <http://www.doa.wi.gov/pages/EquitableRecovery.aspx>.

Applicants may opt to receive confirmation that the application has been submitted via the application instructions. The Program will not provide confirmation of completeness of applications. Applicants are responsible to ensure the application is completed in its entirety before submitting the application.

DOA **will not** accept applications by email, mail, hand delivery, or facsimile machine (fax).

2.4 Application Organization and Format

All applications shall adhere to the form, format, and organization of the application. The application contains the following sections. All sections are required. Any alteration of the forms or attachments is prohibited and may result in disqualification of the application.

Section 1	Applicant Information
Section 2	Narrative
Section 3	Budget
Section 4	Attestations and Required Signature
Attachments	IRS W-9 (required), DOA-3027 (optional), and Sponsorship Letter (See Section 4.1.4 for details)

2.5 Multiple Applications

Multiple applications from an applicant are not allowed. An applicant to the Equitable Recovery Grant Program may not sponsor another applicant to the Program.

2.6 Oral Presentations

Applicants may be required to participate in interviews to support and clarify their applications, if requested by the State. The State will make every reasonable attempt to schedule each presentation at a time that is agreeable to the applicant. Failure of an applicant to interview on the date scheduled may result in rejection of the applicant's application.

2.7 Withdrawal of Applications

Applicants may withdraw an application at any time by submitting a request via email from an authorized representative of the applicant to the Program email EquitableRecovery@wisconsin.gov. If a previously submitted application is withdrawn prior

to the application submission due date and time, the applicant may submit another application on or before the Grant Application submission due date and time.

3.0 APPLICATION SELECTION AND AWARD PROCESS

3.1 Preliminary Evaluation

Applications will be reviewed initially to determine if Eligibility Requirements (Section 4.0) are met. Failure to meet Eligibility Requirements will result in rejection of the application. The State reserves the right to evaluate and select application(s) which most closely meet the requirements specified in this Grant Application as allowed by law.

3.2 Application Evaluation

Accepted applications will be reviewed by an evaluation committee ("Committee"), consisting of members who have been selected because of their professional expertise and knowledge of the topic(s) that are the subject of this Grant Application.

Applicants may **not** contact members of the Committee except at the State's specific direction.

The Committee will review all accepted applications against the criteria stated in Section 3.3. The Committee's scoring will be tabulated and applications will be ranked based on the numerical scores received.

3.3 Evaluation Criteria

Applications will be evaluated on an applicant's experience in community outreach and services or programming that relates to increasing equity and eliminating disparities under one of two award categories:

1. Health, early childhood, and/or education; or
2. Economic support, housing, and/or environmental justice.

Applications will be scored against the following criteria:

Description	Percent (%)	Possible Points
1. Applicant's mission as it relates to providing services and/or programming to increase equity and eliminate disparities with respect to the areas included in the award group for which it is applying.	20%	20
2. Experience providing culturally competent services and programs.	20%	20
3. Intended population(s) for the program activities and a description of existing barriers experienced by the population and how these barriers will be addressed by the services and/or programming provided.	20%	20
4. Detailed narrative description of services and/or programming to be provided during the grant period and how the services and/or programming will increase equity and eliminate disparities.	20%	20
5. Estimated number of Wisconsin residents in qualified census tracts or communities disproportionately impacted by the COVID-19 pandemic served by your organization currently and the estimated number that will be served during the grant period.	20%	20

3.4 Right to Reject Applications and Negotiate Grant Agreement Terms

The State reserves the right to reject any and all applications. The State reserves the right to negotiate the terms of the grant agreement(s) that result from this Grant Application, including the award amount, with the selected applicant prior to entering into a grant agreement.

3.5 Award Amounts

Grant amount shall not exceed \$1,000,000. The State reserves the right to negotiate, limit or amend awards in accordance with objectives of the program and available funding.

Applications will be evaluated in two separate award categories:

- Category A: \$25 million for health, early childhood, education
- Category B: \$25 million for economic support, housing, environmental justice

Applicants may apply for funding in both categories if an applicant provides services in both categories, however a maximum award of \$1,000,000 still applies.

3.6 Method of Award

The State will determine final evaluations for each application (see section 3.3). The State intends to award multiple grant agreements. Awards will be based upon the highest scoring responsive and responsible application(s).

Priority will be given to programs that are not funded through other State of Wisconsin American Rescue Plan Act State and Local Fiscal Recovery Fund initiatives (e.g., Beyond the Classroom). Funds may not be requested for expenses reimbursed from any other American Rescue Plan Act program.

3.7 Notification of Award

All applicants who respond to this Grant Announcement will be notified in writing of the State's award of one or more grant agreements that result from this Grant Application.

After a Notice of Award is made, copies of the accepted applications, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), may be made available for public inspection in accordance with applicable Wisconsin law.

4.0 ELIGIBILITY REQUIREMENTS

This section is NOT scored.

DOA provides guidelines for eligibility below. DOA will interpret eligibility criteria to align with program objectives and American Rescue Plan Act requirements. Eligibility determinations by DOA are final.

4.1 Eligible Applicant

Eligible community-based organizations (as defined above in 1.3) shall meet **all** of the following requirements:

1. Nonprofit, nongovernmental organization with 501(c)3 tax-exempt status
2. Registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date: “restored to good standing”, “incorporated/qualified/registered”, “organized”, or “registered”
3. Conduct operations in Wisconsin and have an administrative presence in Wisconsin
4. In operation since at least January 1, 2020, OR be sponsored by a nonprofit, nongovernmental organization with 501(c)3 status that provides services or funding to the applicant in support of the applicant’s mission. The sponsor relationship must be in place at the time the application is submitted and the sponsor must meet the eligibility requirements in 4.1.1 through 4.1.3 and must have been in operation since at least January 1, 2019. The sponsor must also be a signatory on the application and complete the attestation.

4.2 Ineligible Applicants

1. For-profit organizations
2. Individuals
3. Lobbying organizations as defined by the IRS
4. Political organizations subject to tax under IRC section 527 such as political parties; campaign committees for candidates for federal, state or local office; and political action committees
5. Federal, state, and local government agencies
6. Institutions of higher education
7. Federally recognized Native American tribal governments
8. Other organizations which are not explicitly eligible as defined in section 4.1 as determined by DOA

5.0 APPLICANT INFORMATION

This section is NOT scored.

Complete **Section 1: Applicant Information**

The purpose of this section is to provide the State with **organization and contact information for the applicant**.

6.0 NARRATIVE

This section is scored. (100 total points)

Complete Section 2: Narrative

The purpose of this section is to provide the State with a basis for determining an applicant’s specific qualifications to conduct this work and advance the goals of the grant. Be specific when answering the following questions. Applicants shall provide a thorough and concise response detailing how the organization intends to use the funds.

Applicants will be required to submit an application detailing how the organization intends to use the funds. Upon completion of award activities, organizations will be required to submit annual reports detailing how the grant funding was utilized consistent with the grant agreement.

Applicants shall provide narrative responses detailing the following with a 1,750-character limit (approximately 300 words) for each response:

1. Explain the organization's program mission as it relates to providing services and/or programming to increase equity and eliminate disparities in the targeted area for which it is applying (health, early childhood, and/or education; or economic support, housing, and/or environmental justice).
2. Describe the organization's experience implementing culturally competent services and programs to families living or working in qualified census tracts or high poverty historically underinvested neighborhoods. Please identify the specific geographical areas in which the program will operate.
3. Provide a detailed narrative of services and/or programming to be provided during the grant period and how the services and/or programming will increase equity and eliminate disparities.
4. Describe the intended population(s) for the program activities along with a description of the existing barriers experienced by the population(s) and how these barriers will be addressed by the services and/or programming provided.
5. Describe the number of Wisconsin residents in qualified census tracts or communities disproportionately impacted by the COVID-19 pandemic served by your organization currently and the estimated number that will be served during the grant period.

7.0 BUDGET

This section is NOT scored.

Complete Section 3: Budget.

Applicants will be prompted to fill out a budget for each Category of funds requested.

7.1 Eligible Use of Funds

All use of funds shall be compliant with applicable provisions of the federal American Rescue Plan Act (ARPA) and Program provisions.

All eligible activities must be completed by December 31, 2024.

Examples of eligible uses of funds (not exhaustive):

- Personnel (salary/wages, fringe benefits)
- Travel solely for the provision of services (excluding meals and in compliance with state and local restrictions)
- Supplies (office resources, community outreach materials)
- Contractual services costs (staffing, awareness campaigns)
- Translation and production/printing services

7.2 Ineligible Use of Funds

Funds may not be requested for expenses reimbursed from any other program. Additional ineligible uses include, but are not limited to, fees incurred submitting an application, taxes (except sales taxes on eligible expenses), funding advocacy or lobbying efforts, capital purchases, capital leases, and other uses ineligible under the American Rescue Plan Act of 2021.

8.0 ATTESTATIONS AND REQUIRED SIGNATURES

This section is NOT scored.

Complete Section 4. Attestations and Required Signature.

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 and Equitable Recovery Grant Announcement provisions, eligible applicants must certify compliance with all statements in the attestation.

9.0 SPECIAL GRANT AGREEMENT TERMS AND CONDITIONS

9.1 Recordkeeping

The organization has and will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with American Rescue Plan Act of 2021 provisions.

9.2 Order of Precedence

In the event of grant agreement award(s), the contents of the Grant Announcement (including all attachments), Grant Announcement addenda and revisions, and the application of the successful applicant(s), and additional terms agreed to in writing by DOA and the applicant(s) shall become part of the grant agreement. Failure of the successful applicant(s) to accept these as a contractual agreement may result in a cancellation of award. The following priority for grant agreement documents will be used if there are conflicts or disputes:

1. American Rescue Plan Act provisions
2. Applicable State of Wisconsin statutes and regulations.
3. The terms of the resulting grant agreement.
4. The terms of the applicant's response as accepted by the State.
5. The terms of the Grant Application as amended.

9.3 Grant Agreement

A grant agreement between the grantee and DOA will cover the period of performance, payment requirements, document requirements, reporting requirements, and budget. Grant agreements cover a pre-determined period after the date DOA signs the contract. Applicants must agree to abide by applicable state and federal rules and regulations.

9.4 Public Disclosure

Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with applicable Wisconsin law.

9.5 Compliance with the Federal American Rescue Plan Act

The organization is solely responsible for demonstrating that payments it receives under the Program meet the eligibility requirements set forth under this document, state law, federal law, and federal guidance. The organization will hold DOA and the State harmless for any audit disallowance related to the eligibility of costs or revenues, irrespective of

whether the audit is ordered by federal or state agencies or by the courts and will be solely responsible for repaying the ineligible amounts (plus any assessed interest, costs, or fees) to the State or the federal government.

9.6 Miscellaneous

The State of Wisconsin reserves the right to audit any grantee. The organization will cooperate and provide any relevant information or records requested by the Department of Administration, any of its authorized representatives, the State of Wisconsin Legislative Audit Bureau, or the Department of the Treasury Office of Inspector General at any time relating to the expenses.

9.7 American Rescue Plan Act Funding

The Program utilizes federal funds provided under the American Rescue Plan Act of 2021. DOA provides the following information regarding the source of funds:

Federal Award Identification Number: N/A

Federal Award Date: N/A

CFDA #: 21.027 Coronavirus State and Local Fiscal Recovery Funds

Federal Awarding Agency: Department of the Treasury

Total Amount of the Federal Award: \$2,533,160,626.50

Amount of Federal Funds Obligated by this Award: Refer to Allocation Amount

Total Amount of Federal Funds Obligated: Refer to Allocation Amount

Research & Development: No

Indirect Cost Rate: N/A

9.8 Indemnity

By providing funds to the organization, the State assumes no liability for any acts or omissions of the organization or any of its officers, employees, contractors, or agents which are in any way related to the costs for which the organization seeks funding. The organization will indemnify and hold harmless DOA and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the organization, or of any of its contractors, in performing the activities for which the organization seeks funding.

9.9 Nondiscrimination

As required by Wis. Stat. § 16.765, the institution will not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), Wis. Stats., sexual orientation as defined in s. 111.32 (13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the institution will take affirmative action to ensure equal employment opportunities. The institution will post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the State of Wisconsin's nondiscrimination law.

Pursuant to 2019 Wisconsin Executive Order 1, the institution will hire only on the basis of merit and will not (and did not) discriminate against any persons performing any work for which funding is sought on account of their military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

9.10 Subawards

Subawards, transfer of funds to another organization (except as payment of eligible services or goods) or use of funds for grantmaking is not permissible.